

Sequence for Entering EFNEP Data on the Computer

System Configuration

1. See ERS Volume 1, chapter 12 for information about the System Configuration. Each EFNEP unit will need to enter their Unit ID, Unit Name, Unit Location and reporting period. A Sub-Unit Code should be set if there are two or more units in the county, sharing the same FIPs code.

Staff

2. Add the Adult and Youth paraprofessionals and professionals. Version 4 allows separate files for paraprofessionals and professionals, all of whom can work with clients.
3. Youth Volunteers must be added before you can create the Youth Group that they work with. The computer will assign the next available ID starting with V00001. Volunteers that only work with Adult Homemakers can be added at any time. Volunteers that do not specifically work with a Paraprofessional should be assigned to the P00000 staff ID.

Adult

4. Homemakers must be added under the Adult Switchboard before any Food Recall, Behavior Checklist, or Perinatal data can be added. These data sets can be added in any order. If using State level subgroups or Additional Checklist Questions, import the subgroups and additional questions before you enter any adults for that subgroup or use the additional questions.

Youth

5. Youth Groups must be added under the Youth Switchboard before any members' Individual Enrollment data can be entered. If you have youth participating through Individual Learning, Mentoring, or Family Learning (Delivery Mode E), create a place-holding group called No Groups with Group ID = 0. All youth that fall under Delivery Mode E should be assigned to this group to keep the total number of groups in the unit accurate.

Note: For additional information, see ERS Volume 1, Chapter 2.

